

**Office Use Only**

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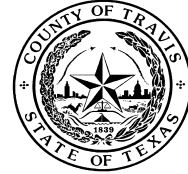
RSN # \_\_\_\_\_



**Austin/Travis County Health & Human Services Department**  
**Public Health & Community Services Division**  
**Environmental & Consumer Health Unit**

P.O. Box 1088 Austin, TX 78767

Phone (512) 978-0300 Fax (512) 978-0322

<http://www.ci.austin.tx.us/health/commercial.htm>**Walk-in Location:** 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance**Application for MOBILE FOOD VENDOR Permit**

**NOTE:** This application must be filled out completely. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** Application for a permit to operate does not guarantee that a permit will be granted. Permit approval is based upon the establishment or mobile food unit's compliance with state and local health requirements. **MOBILE UNITS MUST BE PRESENT TO ISSUE PERMIT.**

In the event a permit is not issued, the permit fee may be refunded. The application fee is non-refundable. No permit refunds for any reason after 180 days from receipt of payment. **PERMITS ARE NON-TRANSFERABLE.**

**CHECK ALL THAT APPLY:** This mobile food vendor will operate within: ☐ The City of Austin, ☐ Travis County outside of the Austin City Limits, ☐ An incorporated city of Travis County, Name: \_\_\_\_\_

**Mobile Vendor Business Name:** \_\_\_\_\_**Mobile Vendor Owner:** \_\_\_\_\_ Phone \_\_\_\_\_**Mobile Vendor Responsible Party:** \_\_\_\_\_ Phone \_\_\_\_\_

Residence Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Identification Number/State \_\_\_\_\_ Number of employees \_\_\_\_\_

E-mail address (not required): \_\_\_\_\_ Hours of operation: \_\_\_\_\_

Mail Renewals to: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Check One: ☐ Proprietorship ☐ Partnership ☐ Corporation

Type of vendor: ( ) Unrestricted (open food) ( ) Restricted (pre-packaged food)

Vehicle: ☐ Truck, ☐ Van, ☐ Step-van, ☐ Trailer, ☐ Pushcart, ☐ Car, ☐ Other (Specify) \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_ VIN# \_\_\_\_\_

**Name of Central Preparation Facility (CPF):** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Owner / Manager's Name \_\_\_\_\_

Type of Food to be Sold From Mobile Unit: \_\_\_\_\_

Days and Times working at CPF \_\_\_\_\_

The mobile food unit must be inspected and have a permit decal affixed to it. Permit expiration date is indicated on the permit decal. Annual permit fees are based on the type of operation, and is as follows:

**City of Austin and other Municipalities**

Unrestricted Permit \$210  
 Restricted Permit \$ 90  
 Application Fee \$125

**Travis County**

All Mobile Food Vendor Permits \$60

Fee payable to the Austin-Travis County Health and Human Services Department (ATCHHSD). Attach fee to application and mail to: ECHU MV • P.O. Box 1088 Austin, TX 78767 or Bring to 1520 Rutherford LN ( see map below)

All of the information contained in this application is true and correct to the best of the applicant's knowledge and belief. Applicant acknowledges that the permit applied for shall be subject to all provisions of the orders and ordinances of Travis County or Austin or the municipality under which the permit is granted, and shall be subject to all provisions of the statutes and ruled adopted under the statutes of the State of Texas governing food service establishments, retail food stores, mobile food units and roadside food vendors.

\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Date

Vendor Name:

RSN:

## Additional Permit Requirements for Mobile Vendors

### CITY OF AUSTIN

The information detailed below must be adhered to in addition to the statements made above for Mobile Food Vendors operating within the city limits of Austin. For additional information regarding vending on sidewalks and City owned property, contact the Right of Way Management Office at 512-974-7180. Also, please contact the Zoning Department at 512-974-6370 to determine if the site(s) used for vending is/are approved. Health Department approval does not guarantee approval with other city departments. These rules *do not* apply to the unincorporated areas of Travis County. If any of the items below are missing from your application, your permit may not be issued.

Vendor

Staff

☐☐

Proof of Texas sales and use tax permit. This permit application is available at: <http://www.window.state.tx.us/taxpermit>. The physical address is 1711 San Jacinto Blvd, Suite 180, Austin, TX 78701. For additional questions, call 1-800-252-5555.

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Itinerary Route. This itinerary should include locations where sales occur. Your itinerary should be updated on a quarterly basis. For new operators, use your best judgment. A sample route sheet is attached for your convenience. This information may be submitted via e-mail or fax to the health department if the location/route changes throughout the year.

☐☐

Written Permission to Use Restrooms at Work Site. If the vendor will be at one location for more than two hours, a written agreement shall be submitted to the health authority from a property owner within 150 feet of the mobile food establishment providing permission for use of restroom facilities with flushable toilets during all hours of operation. A copy of this agreement must be kept in the mobile unit for proof. Portable toilets may be acceptable with an approved liquid waste hauler contract.

☐☐

Notarized statement from the Owner or Responsible Party of a Central Preparation Facility. These documents (found on pages 5 and 6) are used to state that the mobile food establishment uses the facility as its base of operation. This statement should also indicate that the central preparation facility has the proper wastewater capabilities for the type of food the mobile vendor will be preparing. Not required if owner owns both CPF and mobile unit.

☐☐

Documentation of Central Preparation Facility Use. Mobile vendors are required to document on a log sheet the dates and times that service visits are conducted to the approved CPF. This includes re-stocking your mobile unit, obtaining fresh water and discarding waste water. This log sheet shall be maintained at the CPF and be presented to any health official upon request and during permit renewal. If using an approved liquid waste hauler, copies of trip tickets will be required to be presented during routine inspections and at permit renewal. A sample log sheet has been provided. This item is NOT required during the initial permitting process.

☐☐

Austin Fire Department Safety Inspection. **Prior to Health Department approval**, an Austin Fire Department inspection must be conducted and passed. A Fire Department official will be available at the same location that Health Department inspections will be conducted. If your mobile unit does not require an inspection, the fire inspector will notify the Health Department. The Austin Fire Department will assess a fee of \$125, if your unit requires such inspection.

Office Use Only: Current ID Presented? ☐

Time In:

Date:



## Mobile Vending Unit Physical Inspection Checklist



- ☐ License Plate - Present and current
- ☐ Adequate Clean & Wastewater Capacities – Wastewater tank must be sized with a minimum capacity of 15% larger than potable water tank's capacity
- ☐ Water Tank Security – All tanks must be permanently mounted to unit
- ☐ Wastewater Tank Clean-out Valve – Clean-out valve must be located on the exterior of unit; diameter of clean-out must be 1" in diameter or larger and may not be the same size as clean water fill up valve; clean-out valve must be located at height below clean water fill up valve
- ☐ Clean Water Tank Fill Valve – Fill valve must be located on exterior of unit; fill valve must be located at height above waste water clean-out valve; fill valve may not be the same size as waste water clean-out valve
- ☐ Hand Washing Sink – Hand wash sink present and available for convenient use
- ☐ Ware Wash Sink – 3-compartment ware wash sink present; fill faucet able to reach all compartment for filling; compartments capable of holding water; compartments must be large enough to fully submerge all food contact wares requiring regular washing
- ☐ Splash Guard – A splash guard may be required between hand sink and ware washing sink to prevent possible contamination
- ☐ Hot Water Heater – Water heating device present and secured in unit
- ☐ Light Shields – All lighting must have protective covers or shields in place to prevent contamination from possible breakage of bulbs
- ☐ Exterior Openings – All exterior openings such as doors, windows, and vents must be provided with screening material to prevent pest or contaminant entry
- ☐ Cold Hold Unit – Mechanical cooler/refrigerator present in unit; it is highly recommended that unit is equipped with commercial refrigeration unit; residential refrigeration units often lack the capability to maintain food items at appropriate temperature in mobile unit operating environment
- ☐ Cleanable Surfaces – All interior surfaces must be constructed of smooth, durable, easily cleanable, non-absorbent materials
- ☐ Physical Condition – No conditions present which may pose a risk to food or personal safety

\*This checklist is solely intended to provide guidance in adherence to the Texas Food Establishment Rules and City of Austin ordinances. This guidance is not all inclusive of the rules and regulations pertaining to mobile vending units.

## MOBILE FOOD VENDOR RESPONSIBILITIES

1. **NO HOME PREPARED FOOD MAY BE SERVED TO THE PUBLIC.**
2. **THE USE OF EXTERNAL FOOD PREPARATION AND STORAGE EQUIPMENT IS NOT ALLOWED.** All equipment **MUST** be contained within or on the mobile unit and **MUST** be properly enclosed.
3. **CENTRAL PREPARATION FACILITY (CPF) USE:** Report to your central preparation facility to service your unit. Extra food and supplies should be stored here as well. The CPF Log sheet will be maintained at the facility and be presented annually for permit renewal.
4. **REFRIGERATION AND HEATING:** You must have adequate hot and cold food storage facilities to maintain food products at the required temperatures. Hot foods must be held at 135°F or above. Cold foods must be stored at 41°F or below. Inadequate refrigeration may result in permit suspension.
5. **THERMOMETER:** Metal stem dial thermometers with a range of 0-220°F and accurate to +/- 3°F must be provided on mobile food units on which food is prepared in order to monitor food temperatures. Locate additional thermometers in all refrigeration units.
6. **LABELING:** All foods must have complete and proper labels.
7. **MOBILITY:** The health authority **may prohibit alteration, removal**, attachments, placement or **change** in, under, or upon the mobile food establishment that would **prevent** or **otherwise reduce ready mobility**.
8. **WATER/UTILITIES:** All mobile food units that are required to have water supplies must have properly designed waste water holding tanks of a 15% greater capacity than the hot and cold water supply. The holding tank must be permanently installed in the unit and equipped with a drain valve to empty the tank on the outside of the vehicle. Leaking wastewater tanks may result in permit suspension. At no time during operation is the mobile unit to be attached to a water hose or any other permanent water supply. Also, permanent utilities (i.e. gas, electrical) may not be attached to the mobile unit at **ANY** time.
9. **HOT AND COLD WATER:** If the mobile food unit's operation requires hot and cold water, it must be supplied and working at all times during operation. Failure to comply may result in permit suspension.
10. **HANDWASHING:** Soap and towels must be supplied to the hand sink of UNRESTRICTED-type operations at all times.
11. **CERTIFIED FOOD MANAGER / FOOD HANDLER:** Unrestricted mobile units are required to have at least (1) one City of Austin food manager certificate and all other employees registered as food handlers within 30 days of employment.

***I have read and understand the items of responsibility listed above, and I agree to comply with all of the requirements.***

---

Signature of Mobile Food Vending Owner/Operator

Date

## CENTRAL PREPARATION FACILITY RESPONSIBILITIES

1. The Central Preparation Facility must furnish written approval to the Mobile Food Vendor at the time of the mobile food unit's initial permitting and permit renewal.

2. The Central Preparation Facility must allow the Mobile Food Vendor to bring the unit to the establishment for servicing as needed.

Grease Trap / Interceptor (Austin): **Yes** **No** Industrial Waste Permit # (if applicable) \_\_\_\_\_

3. The Central Preparation Facility must allow all food storage.

4. The Central Preparation Facility must allow all food held overnight to be stored at their location.

5. The Central Preparation Facility must store all equipment and supplies of the Mobile Food Vendor.

6. The Central Preparation Facility must register with the Texas Department of State Health Services as a Food Manufacturer if the establishment does either of the following:

- a) Prepare and package products sold by the Mobile Food Vendor.
- b) Prepare the product for the Mobile Food Vendor, even if the vendor actually labels the products.

Food Product labels must contain the following information:

- 1) Name and address of manufacturer.
- 2) The common name of the product.
- 3) A list of all the ingredients in the product from the most prevalent to the least prevalent.
- 4) The net weight of the product.

I \_\_\_\_\_ have read and understand the items of  
Central Prep Facility Owner or Responsible Party (Print)

responsibility listed above and agree to comply with all of the requirements. I give permission to

\_\_\_\_\_ to use my establishment,  
Mobile Food Vending Unit owner/operator

\_\_\_\_\_ located at \_\_\_\_\_  
Name of Central Prep Facility Establishment Address of Central Prep Facility Establishment

as a central preparation facility for the mobile food vending unit. I understand that any health violations of the vendor found at this establishment can be included on the health inspection for this establishment.

\_\_\_\_\_  
Signature of Central Prep Facility Owner or Responsible Party

\_\_\_\_\_  
Date

Phone Number: \_\_\_\_\_

Office Use Only - RSN:

STATE OF TEXAS            )  
                                      )  
COUNTY OF TRAVIS        )

Before me on this day, personally appeared \_\_\_\_\_, owner or  
(Individual's name)

responsible party of \_\_\_\_\_, known to me (or proven to me) to  
(Name of Central Prep. Facility)

be the person whose name is subscribed to the foregoing "Sworn Statement of Central Preparation  
Facility Use (City of Austin only)" and acknowledged to me that he/she executed the same.

\_\_\_\_\_  
Notary Public, State of Texas

NOTARY SEAL  
(ink stamp only)

My Commission Expires:  
\_\_\_\_\_, 20\_\_

### **Certification in Jurisdiction of Central Preparation Facility**

If the Central Preparation Facility is located outside of the jurisdiction of the Austin-Travis County Health and Human Services Department, the Health Authority in that jurisdiction must complete the following certification:

\_\_\_\_\_  
Name of Food Establishment

I certify that the above establishment is currently approved to operate as a food establishment under my jurisdiction.

\_\_\_\_\_  
Signature of Health Officer/Authority

\_\_\_\_\_  
Jurisdiction

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
Phone Number

## MOBILE FOOD VENDING INFORMATION

### GENERAL INFORMATION

**RESTRICTED MOBILE FOOD VENDOR** means a Mobile Food Vendor offering only prepackaged food or prepackaged ice cream. A Restricted Vendor will fall under one of three categories:

- 1) If the vendor is purchasing food, the vendor must provide a copy of the commercial kitchen's Texas Food Manufacturer's permit (or Meat Safety Assurance, if applicable) from the Texas Department of State Health Services, or;
- 2) The vendor is preparing their own food at a commercial kitchen and is an employee of the same kitchen, or;
- 3) The vendor is leasing space from a commercial kitchen and is NOT an employee. The vendor must apply for and obtain a City of Austin Food Enterprise permit at the leased space location.

**UNRESTRICTED MOBILE FOOD VENDOR** means a Mobile Food Vendor offering food that is packaged or prepared on the mobile unit, including the slicing or peeling of fruits and vegetables.

**1. Permits for Mobile Food Vendor** must be obtained before operating inside the City of Austin or within Travis County. Permit applications may be obtained by calling 512-978-0300. Permits expire annually, one year after the day they are approved, and must be renewed on or before expiration date. An additional permit is required for vendors selling fresh seafood. Call the Texas Parks and Wildlife Department at 512-475-4888 for further information. All vehicles must have current State of Texas license plates.

**2. Central Preparation Facilities (CPF)** must be used as a base of operation for ALL types of mobile food vendors. The CPF is an approved site at which food preparation, storage, and cleaning occurs. The Central Preparation Facility may be operated by you, or you may obtain permission from existing permitted food establishments to use their kitchen as your Central Preparation Facility. If you are using someone else's establishment, you must furnish written proof of permission from the establishment's operator or responsible party. **State law prohibits you from using your home as your Central Preparation Facility.** Mobile vending units equipped with water and wastewater retention tanks must be serviced at the Central Preparation Facility as needed. The Mobile Vending Unit may also dispose of their wastewater through an agreement with an approved liquid waste hauler. If your unit generates any grease or grease by-products, then the CPF must have an approved and permitted grease trap / interceptor.

### GENERAL REQUIREMENTS FOR ALL MOBILE VENDING UNITS:

- 1. Single service items:** Only disposable place settings are to be given to customers.
- 2. Central Preparation Facility:** Required for all Mobile Vending Units
- 3. Vehicle Construction (excluding pushcart):** The interior of the vehicle must be constructed of smooth, easily cleanable surfaces. The vehicle must be **completely enclosed**. (No open truck beds; windows must be screened or kept closed.) The vehicle must be equipped with facilities to hold potentially hazardous foods at a temperature either above **135°F.** or below **41°F.** Sterno is not an acceptable means of maintaining food temperatures. **NOTE:** It is a violation to take hot foods, place them in a styrofoam or Igloo-type cooler, and carry the cooler into a building to sell the food.
- 4. Ice Beds, when used:** No foods may be bedded in ice except for canned drinks and milk cartons. Foods may be placed in a container, and the container must be bedded in the ice. Ice used for this purpose may not be used in beverages and must drain to a **holding tank**, which is of at least 15% greater capacity than the ice beds
- 5. Trash Receptacles:** Must be provided for all mobile units.



## **SPECIFIC REQUIREMENTS FOR VARIOUS TYPES OF MOBILE FOOD VENDING UNITS**

### **PUSHCART**

1. **Cart Construction:** The cart must be constructed of smooth, easily cleanable surfaces. The cart size is not part of the Health Department approval process, however the City of Austin Right-of-Way Management Division may have size requirements that the pushcart must adhere to. The cart must be equipped with facilities to hold potentially hazardous foods at a temperature either above **135°F** or below **41°F**. **Sterno** is not an acceptable means of maintaining food temperatures. A (small) **trash receptacle** must be provided on the cart. **Ice** used for bedding beverages must drain to a **holding tank**, which is of at least 15% greater capacity than the ice beds.
2. **Types of Food:** With the exception of hot dogs, snow cones or other foods approved by the health authority, only **prepackaged** food may be sold from a pushcart. This means that the food must be prepared and wrapped at the central preparation facility, then transported to the cart. The prepackaged food must be either individually **labeled**, or a "blanket label(s)" may be placed on the cart, if the packaged food is handed to the customer by staff. Labels must include the following information:
  - a. the name of the item.
  - b. a list of ingredients in order of predominance.
  - c. the net weight of the item.
  - d. the name and address of the product manufactured.
3. **Unrestricted Food Carts: (Unrestricted Permit, City of Austin Food Manager's Certificate required)** Unrestricted food carts must have clear covers on top and three sides of the preparation area. Unrestricted food carts are also required to have a 3-compartment sink on the unit with hot and cold water supplied under pressure. The unit must be equipped with a retention/holding tank of at least 15% greater capacity than the water supply. The wastewater connections must be below fresh water inlet(s).
4. **Condiments:** Condiments, if provided, must be in covered containers with service utensils or from squeeze or pour-type bottles with lids.
5. **Beverages:** Beverages must either be canned or be dispensed from covered containers with spigots or pumps.

### **PREPACKAGED FOODS**

1. **Description:** All food sold is prepackaged or pre-wrapped at the central preparation facility.
2. **Beverages** must either be canned or be dispensed from covered containers with spigots or pumps.
3. **Condiments** must be in covered containers with service utensils or from squeeze or pour-type bottles with lids.
4. **Types of food allowed:** Only **prepackaged** food may be sold. The food must be prepared and wrapped at the central preparation facility, then transported to the unit. The prepackaged food must be either individually **labeled**, or a "blanket label(s)" may be placed on the cart, if packaged food is handed to the customer by staff. Labels must include the following information:
  - a. the name of the item.
  - b. a list of ingredients in order of predominance.
  - c. the net weight of the item.
  - d. the name and address of the product manufacturer.

### **FOOT PEDDLERS (Restricted Permit)**

1. **Description:** All food sold is **prepackaged** at the central preparation facility.
2. **Conveyance:** A specific type of conveyance is required (i.e. one ice chest or cooler). Farmer's market vendors may provide more than one conveyance at approved farmer's market venues **only**.
3. **Types of food allowed:** See **Prepackaged Foods** section above.

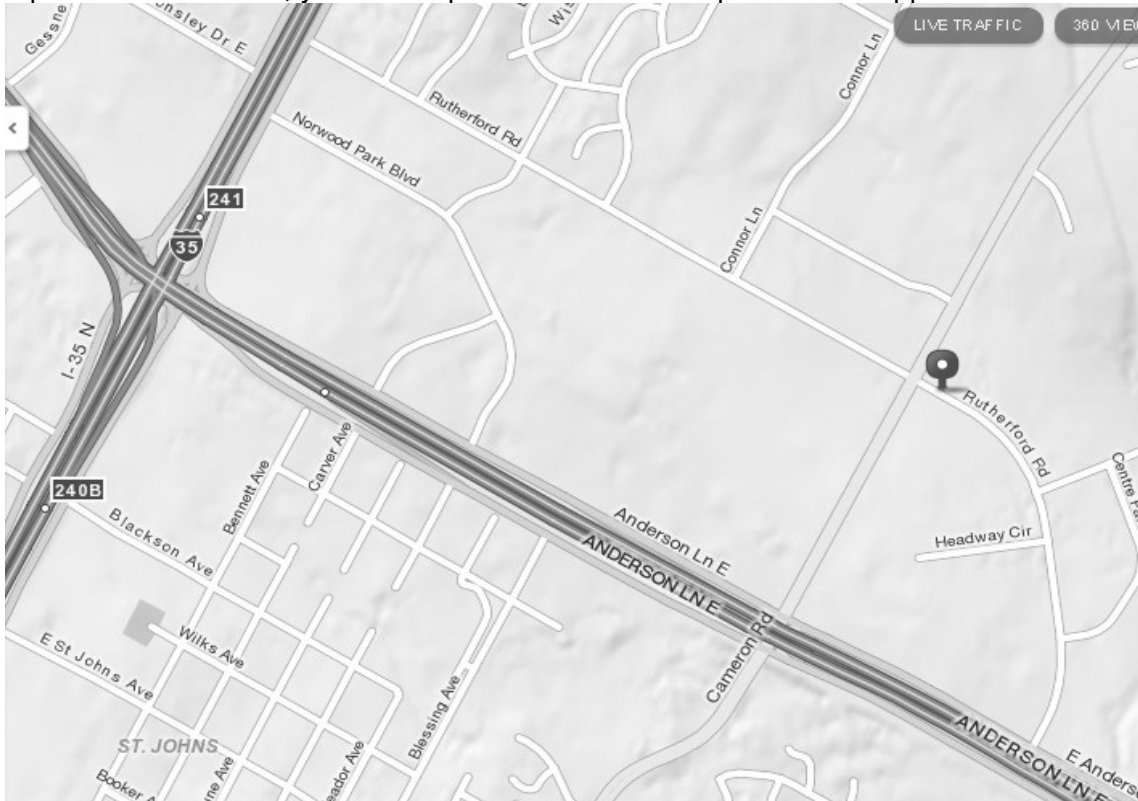
## **FOOD PREPARATION UNRESTRICTED**

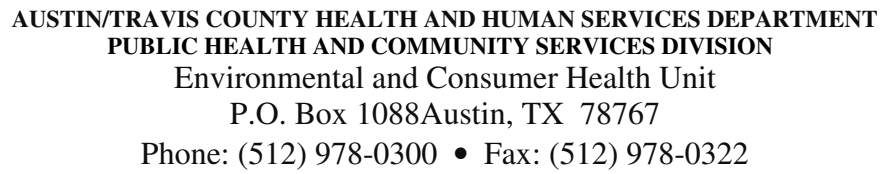
1. **Description:** The unit is a complete "kitchen on wheels." The food may be prepared on the unit, and does not need to be prepackaged.
2. **Sinks:** There must be a **three-bay sink** on the unit for utensil washing. A **separate sink for hand washing** is also required. Soap and single-use towels (paper towels) must be supplied to the hand washing sink.
3. **Water:** **Hot** and cold or tempered water, under pressure, must be supplied to all sinks. The water must be supplied from an approved source (i.e. central preparation facility).
4. **Retention/Holding Tank:** The unit must be equipped with a permanently mounted potable water tank and a retention/holding tank of at least 15% greater capacity than the combined water and ice supply. The wastewater connections must be below the fresh water inlet.
5. **Certified Food Manager / Food Handler:** Unrestricted mobile units operating in the city of Austin are required to have at least (1) one City of Austin food manager certificate (FMC) and all other employees registered as food handlers within 30 days of employment. County permits do not require the FMC.

NOTE: The purpose of this document is to provide only basic information and answer commonly asked questions. Call 978-0300 for additional questions. Applications may be picked up **between the hours of 7:45 AM and 4:45 PM** at the:

Austin/Travis County Health and Human Services Department  
Environmental and Consumer Health  
Location: Cameron and Rutherford Lane. See map below

When your mobile vending unit meets all of the requirements, bring the mobile unit to 1520 Rutherford Ln, in order to have the vehicle inspected. You do not have to bring the unit in with a power source for permit inspections. If the unit passes inspection, a permit will be issued. If the unit does not meet the requirements, an additional inspection will be made at no additional cost to the applicant. In the event that a permit is not issued, you can request a refund of the permit fee. Application fees are non-refundable.



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# City of Austin Mobile Vendor Quarterly Itinerary Sheet

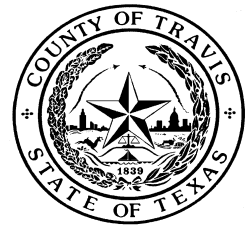
Route Number (if applicable): \_\_\_\_\_

Driver/Operator: \_\_\_\_\_

Month/Year: \_\_\_\_\_

Note: Fill out even if only at one location.  
This form must be submitted every  
three months if the route/location changes.

[illegible]



## RESTROOM FACILITY AGREEMENT

1. The business named below must furnish written approval to the mobile food vendor at the time of the mobile food unit's initial permitting and each permit renewal.
2. The business must allow the mobile food vendor employees to use the restroom facilities of the business during the mobile vendor's hours of operation.
3. The restroom must be located within 150 feet of the mobile vending unit.

I \_\_\_\_\_ have read and understand the items of  
Business Owner or Responsible Party

responsibility listed above and agree to comply with all of the requirements. I give permission to

\_\_\_\_\_ to use my establishment,  
Mobile Food Vending Unit owner/operator

\_\_\_\_\_ located at \_\_\_\_\_  
Name of Business Address of Business

as their main restroom facility. I understand that if my business is closed during a routine health inspection of the mobile food vendor, this agreement may be rescinded by the Austin/Travis County Health & Human Services Department.

\_\_\_\_\_  
Signature of **Business Owner** or Responsible Party

\_\_\_\_\_  
Date

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of **Mobile Food Vending Unit owner/operator**

\_\_\_\_\_  
Date

## PORTABLE RESTROOM FACILITY AGREEMENT

1. The mobile food vendor named below must furnish written proof to the Austin/Travis County HHSD at the time of the mobile food unit's initial permitting and each permit renewal, of their intent to use a portable restroom facility instead of a flushable restroom.
2. The portable restroom facility must be located within 150 feet of the mobile vending unit.

I \_\_\_\_\_ have read and understand the items of  
Mobile Food Vending Unit Owner/Operator

responsibility listed above and agree to comply with all of the requirements. I will use the permitted liquid waste hauler \_\_\_\_\_ to pump out my  
Liquid Waste Hauler Company

portable restroom, located at \_\_\_\_\_, as needed. If a sewage violation is found during a routine health inspection of my mobile food unit, I understand that my operating permit may be suspended by Austin/Travis County Health & Human Services Department.

\_\_\_\_\_  
Signature of Mobile Food Vending Unit Owner/Operator

\_\_\_\_\_  
Date